

**BY ORDER OF THE COMMANDER
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION
10-104**



2 MARCH 2016

Operations

**MISSION DIRECTIVE
FOR 8TH MISSION SUPPORT
GROUP (8 MSG) UNITS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Colonel Seth C. Frank)

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This instruction implements Air Force Policy Directive (AFPD) 38-6, *Mission Directives*. This instruction establishes the missions, organization, responsibilities, and command relationships of the 8th Mission Support Group (8 MSG) and its subordinate units, i.e., 8th Force Support Squadron (FSS), 8th Civil Engineer Squadron (8 CES), 8th Security Forces Squadron (8 SFS), 8th Logistics Readiness Squadron (8 LRS) and 8th Communications Squadron (8 CS). It applies to all personnel assigned, attached, or associated units with Kunsan Air Base (AB), Republic of Korea (ROK).

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SUMMARY OF CHANGES

This revision updates office symbols such as the conversion of MSS/SVS to FSS, new delegated authorities, and updates in the CS and SFS Mission Statements.

1. Mission. To support and defend the 8th Fighter Wing (8 FW) and Kunsan Air Base through effective employment of combat-ready forces and logistics, personnel, communications, services, engineering and security support.

2. Command. The Commander, 8th Mission Support Group is responsible to the Commander, 8th Fighter Wing.

3. Responsibilities.

3.1. The 8th Mission Support Group Commander (8 MSG/CC):

3.1.1. Provides a rapid-response combat readiness capability in support of higher headquarters tasking and directives in accordance with (IAW) governing guidance, instructions, regulations, and laws.

3.1.2. Provides force protection to the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations, and laws.

3.1.3. Provides a computer-communications and information management capability in support of the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations and laws.

3.1.4. Provides infrastructure maintenance and new construction capability to the 8 FW and Kunsan AB community. Effectively executes construction, maintenance and contractor quality assurance programs, ensuring compliance with Air Force, Pacific Air Forces, Wing and local regulations/codes.

3.1.5. Provides personnel management and human resources training to the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations, and laws.

3.1.6. Provides quality of life services to the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations, and laws.

3.1.7. Provides AF services combat support to the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations, and laws.

3.1.8. Provides logistics plans, fuels, supply and transportation support to the 8 FW and Kunsan AB community IAW governing guidance, instructions, regulations, and laws.

3.1.9. IAW Air Force Instruction (AFI) 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, table 6.5 - 6.6 Pacific Air Forces (PACAF) Supplement Emergency Management Credentialing has been delegated from the 8 FW/CC to 8 MSG/CD.

3.1.10. IAW AFI 34-116, *Air Force Golf Course Program*, paragraph 2.5 the authority to approve Tee Time Policy has been delegated from the 8 FW/CC to 8 MSG/CC.

3.1.11. IAW AFI 24-301, *Vehicle Operations*, the authority to implement policy for the Official Use of Government Motor Vehicles and the Authorization for Government Motor Vehicle Usage has been delegated from the 8 FW/CC to the 8 MSG/CC.

3.1.12. IAW AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, paragraph 2.4.3.1 the authority to appoint Support Agreement Managers has been delegated from the 8 FW/CC to the 8 MSG/CC.

3.1.13. IAW AFI 24-101, *Passenger Movement*, paragraph 1.12 and AFI 24-203, *Preparation and Movement of Air Force Cargo*, paragraph 1.4, the 8 FW/CC designates signatory authority to the 8 MSG/CC for the appointment of Transportation Officers to execute Department of Defense (DoD) deployment and distribution policies and procedures.

3.1.14. IAW *Military Rules of Evidence* (MRE) 315(d)(2) and AFI 51-201, *Administration of Military Justice*, paragraph 3.1.1, the 8 MSG/CC has been appointed by the 8 FW/CC to serve as Military Magistrate and issue search and seizure authorizations based on probable cause for Kunsan Air Base, Republic of Korea.

3.1.15. IAW AFMAN 23-220, *Reports of Survey for Air Force Property*, the 8 FW/CC has delegated approving authority for Reports of Survey to 8 MSG/CC. Additionally, 8 FW/CC had designated 8 MSG/CC as the Report of Survey appointing authority .

3.1.16. IAW 7 AFI 65-101, *Time and Attendance Reporting*, 8 FWI 10-104, the authority to approve requests for civilian overtime and holiday work has been delegated from the 8 FW/CC to the 8 MSG/CD.

3.1.17. IAW AFI 34-223, *Private Organizations (PO) Program*, paragraph 6.4, the authority to approve establishment of a private organization has been delegated to the 8MSG/CC and the authority to approve fundraisers has been delegated to the 8 FSS/CC. Furthermore, the authority for approving private organization liability insurance waiver requests has been delegated to the 8 MSG/CC.

3.1.18. IAW AFI 34-201, *Use of Nonappropriated Funds*, paragraph 2.6.1, 8 FW/CC has appointed the following individuals as chairperson and voting members for the Kunsan Air Base Nonappropriated Fund (NAF) Council.

Table 1. Chairperson and Voting Members for the Kunsan Air Base Nonappropriated Fund Council.

8 MSG/CC	Chairperson
8 FSS/CC	Voting Member
8 CES/CC	Voting Member
8 CPTS/CC	Voting Member
8 FW/CCC	Voting Member
Company Grade Officers' Rep	Voting Member
First Sergeants' Council Rep	Voting Member
5/6 Council Rep	Voting Member
Airman Committed to Excellence Rep	Voting Member
8 MDG/CC	Advisor
8 OG/CC	Advisor
8 MXG/CC	Advisor
8 FW/JA	Advisor
USACCK, Kunsan	Advisor
8 FSS/FSR	Recorder

3.1.19. IAW AFI 34-201, paragraph 2.6.1, the authority to approve NAF travel orders has been delegated to the 8 FSS/CC.

3.1.20. IAW AFI 31-121, *Military Working Dog Program*, **Chapter 8**, paragraph 8.9.6, the authority to appoint a disinterested person (E-7 or above) to conduct drug audits of the drug training aids maintained by the 8 SFS has been delegated from the 8 FW/CC to the 8 MSG/CC.

3.1.21. IAW AFI 25-101, *Air Force War Reserve Materiel (WRM) Guidance and Procedures*, paragraph 3.1.4, 8 FW/CC has appointed the 8 MSG Commander as the 8 FW War Reserve Material Program Manager (WRMPM).

3.1.22. IAW AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, paragraph 1.6.5.3, 8 FW/CC has delegated authority for approving commercial sponsorships and donations valued up to \$5,000 to the 8 MSG Commander.

3.1.23. IAW "AFIMSC/CC Re-delegation of project Approval Authority for Repair and Unspecified Minor Construction Projects using Appropriations available for Operations and Maintenance" memo dated 12 Oct 15, the 8 FW/CC hereby delegated the following project approval authority.

Table 2. Delegated Project Approval Authority.

Funds and Work Type	Delegation to MSG/CC
Maintenance (EEIC 521)	Unlimited
Repair (EEICs 522 and 524)	\$4.5M
Minor Construction (EEIC 529)	\$900K
NAF Maintenance	Unlimited
NAF Repair	\$500K

3.1.24. IAW AFI91-207, *The US Air Force Traffic Safety Program*, paragraph 1.3.6, the 8 FW/CC has designated the 8 MSG/CC as the chairman for the Traffic Safety Working Group.

4. The 8th Civil Engineer Squadron Commander (8 CES/CC):

4.1. **Mission.** Provide emergency air base repair, AF unit and weapon system beddown, unit security and base denial, operation and maintenance of AF facilities, aircraft rescue and facility fire suppression, and construction management. Renders safe, and disposes of explosive ordnance and monitors and protects resources subject to unconventional, conventional, radiological, nuclear, biological, and chemical attack. Conducts operations to protect personnel and environmental resources through hazard reduction and containment. Performs airfield damage repairs to meet mission requirements.

4.2. **Command.** The 8 CES/CC is responsible to the 8 MSG/CC.

4.3. Responsibilities.

4.3.1. The 8 CES/CC:

4.3.1.1. Provides contract surveillance for facility maintenance, refuse collection and disposal, grounds maintenance, and other contracts. Ensures all contractors comply with the spirit and intent of published contractual documents.

4.3.1.2. Provides timely and effective technical expertise, design guidance, and surveillance of all Kunsan AB construction programs IAW AFI 32-1023, *Designing and Constructing Military Construction Projects*, and other applicable instructions, guides, and major command standards.

4.3.1.3. Provides maintenance, repair, and construction of AF real property and Real Property Installed Equipment (RPIE) through the effective and timely execution of in-house work.

4.3.1.4. Provides cost-effective dormitory furniture and appliance management IAW AFI 32-6004, *Furnishings Management Program*, and AFI 32-6005, *Unaccompanied Housing Management*.

4.3.1.5. Maintains the Base General Plan as a blueprint for long-range planning, development, and facility improvement. Accomplishes a comprehensive update every two years IAW AFI 32-7062, *Comprehensive Planning*, and local planning initiatives.

4.3.1.6. Provides real property management for base facilities through the execution of real property acquisition, management, and disposition IAW applicable AF guidance, instructions, regulations, and laws. Provides efficient base resource management within budgetary constraints through a balance of contract and in-house work.

4.3.1.7. Provides Fire Emergency Services to the 8 FW and Kunsan AB community IAW response criteria contained in DoDI 6055.6, *DoD Fire and Emergency Services Program* and AFI 32-2001, *Fire Emergency Services (FES) Program*.

4.3.1.8. Provides Explosive Ordnance Disposal Services to the 8 FW, Kunsan AB community, and peacetime support to Deagu, Kwangju, and Kimhae Air Bases (U.S.

Forces Korea (USFK) Area IV). Assist the U.S. Secret Service and Department of State in support of presidential and foreign head-of-state visits. Support Defense Prisoner of War/Missing in Action (POW/MIA) Accounting Agency (DPAA) on recovery/repatriation missions. Provides range support as requested by ROK.

4.3.1.9. Provides general/specialized Emergency Management all-hazards Threat Response training and contingency/peacetime response services to the 8 FW and Kunsan AB community IAW AFI 10-2501, and 8 FW Installation Emergency Management Plan 10-2.

4.3.1.10. Provides asset management capabilities for the installation's real property, including the management of energy, environmental, and unaccompanied housing programs.

4.3.1.11. Provides an array of Geographical Information System-based tools through the Geo-Integration Office to facilitate planning and execution of contingency and peacetime activities.

5. The 8th Communications Squadron (8 CS/CC):

5.1. **Mission.** To provide constant combat ready communications, information and services to the Wolf Pack's warriors and aircraft.

5.2. **Command.** The 8 CS/CC is responsible to the 8 MSG/CC.

5.3. **Responsibilities.**

5.3.1. The 8 CS/CC:

5.3.1.1. Manages and maintains personal computer systems, reliable command and control systems, long haul and local data services, secure voice, telephone services, switching, and network systems in support of USFK, the Republic of Korea, the 8 FW, and Kunsan AB associate units IAW equipment technical orders, AFIs, Major Command and Defense Information Systems Agency (DISA) standards.

5.3.1.2. Provides information assurance/information protection for the 8 FW and Kunsan AB associate units IAW applicable AF 33-series instructions and direction from AFCYBER, 624th Operations Center, and the 561st Network Operations Squadron.

5.3.1.3. Provides information management services IAW established local, Major Command, and AF directives.

5.3.1.4. Provides official and unofficial postal services to the 8 FW and tenant units IAW AF, DoD and United States Postal Service directives.

6. The 8th Logistics Readiness Squadron (8 LRS/CC):

6.1. **Mission.** Provide focused logistics plans, supply, transportation, and fuel support to enable the 8 FW in peacetime and combat operations.

6.2. **Command.** The 8 LRS/CC is responsible to the 8 MSG/CC.

6.3. **Responsibilities.**

6.3.1. The 8 LRS/CC:

6.3.1.1. Provides transportation services to include movement of distinguished visitors, transient personnel, and base personnel through scheduled bus service or U-Drive It fleet. Provides all personal property and travel actions of 8 FW and tenant personnel. Performs preventive and complete maintenance on assigned vehicle fleet and War Reserve Material vehicles and equipment. Manages vehicle fleet and oversees licensing and vehicle control program.

6.3.1.2. Provides parts and supplies to all 8 FW customers through Standard Base Supply System. Maintains equipment accounts and tracks document control. Resolves maintenance/supply problems, maintains Consumable/In-Place Readiness Spares Packages and operates the Aircraft Parts Store, and associated warehouses in support of flight line operations. .

6.3.1.3. Provides petroleum, oil, lubricant, and cryogenic service to 8 FW aircraft and vehicles for both daily use and in support of Operations Plan (OPLAN) execution and transient aircraft.

6.3.1.4. Assesses, coordinates and maintains Base Support Plan (BSP), Installation Deployment/Reception Plan (ID/RP) and support agreements. Monitors Time-Phased Force and Deployment Data (TPFDD) as well as coordinates for all deployments and receptions. Manages WRM program, to include oversight of WRM vehicle maintenance contract. Provides the wing with a single in/out processing point for individual protective equipment. Oversees training for wing mobility functions including cargo preparation/pallet build-up, ramp coordinator and Base Cargo Reception Team courses.

7. The 8th Force Support Squadron (8 FSS/CC):

7.1. **Mission.** Provide proactive, customer-oriented support to civilian and military personnel of the Wolf Pack while improving its war fighting capabilities through programs that promote professional development, education, training, family support, fitness, esprit de corps and quality of life.

7.2. **Command.** The 8 FSS/CC is responsible to the 8 MSG/CC.

7.3. Responsibilities.

7.3.1. The 8 FSS/CC:

7.3.2. Provides personnel accountability systems and programs IAW higher headquarters directives and tasking. Maintains accurate duty status information in support of OPLAN execution and the wing focal point for casualty notification to higher headquarters.

7.3.3. Provides for all processing actions in support of military personnel and their management at the local level.

7.3.4. Assesses, develops, provides and maintains education and training programs that foster individual professional and personal development.

7.3.5. Assesses, develops, provides and maintains programs to address the individual and family situational needs of the 8 FW. Ensures ability to evacuate all noncombatants once directed by USFK.

7.3.6. Provides a structured environment to transition first duty station Airmen from a training to mission-oriented environment while reinforcing the military lessons first-term Airmen learn and experience in Basic Military Training (BMT) and technical training. Provides professional development to noncommissioned and senior noncommissioned officers through timely developmental courses.

7.3.7. Advises commanders at every echelon on civilian personnel management. Conducts training/orientation for supervisors, management officials and employees.

7.3.8. Serves as the consumer affairs representative for all services provided to personnel assigned to Kunsan AB by the Defense Commissary Agency (DECA) and the Army Air Force Exchange Service (AAFES).

7.3.9. Provides food service support to the 8 FW and Kunsan AB community using fixed-base assets that provide a level of service required by governing AF Services directives while meeting the demands imposed by the BSP.

7.3.10. Provides Lodging Service support to the 8 FW and Kunsan AB community using fixed-base assets that provide a level of service required by governing Air Force Services directives while meeting the demands imposed by the BSP.

7.3.11. Manages the operation of mortuary services in support of the 8 FW and Kunsan AB community during peacetime and war and as requested by the U.S. Embassy in Korea relative to the processing of U.S. citizens.

7.3.12. Provides recreational services to the 8 FW and Kunsan AB community. Effectively manages AF-directed recreation programs utilizing established Korean theater, rest, and recreation resources.

7.3.13. Provides fitness support to the 8 FW and Kunsan AB community through the effective implementation and management of intramural sports programs that promote active lifestyles, multiply combat effectiveness and improve quality of life.

7.3.14. Provides organizational article/equipment laundry support to the 8 FW and Kunsan AB community.

8. The 8th Security Forces Squadron (8 SFS/CC):

8.1. **Mission.** To defend the base using Integrated Defense in order to sustain 8 FW air operations during peacetime and war.

8.2. **Command.** The 8 SFS/CC is responsible to the 8 MSG/CC.

8.3. Responsibilities.

8.3.1. The 8 SFS/CC:

8.3.1.1. Provides a secure environment by conducting Law Enforcement, Security, and Force Protection/Anti-Terrorism operations that meet all peacetime and combat employment requirements under any physical, military, or civil condition, as the wing's primary liaison with the Korean National Police on issues of mutual concern.

8.3.1.2. Protects air operation activities by providing a mobile, rapidly deployable, and sustainable air base defense force that meets all peacetime and combat employment requirements under any physical, military, or civil condition.

8.3.1.3. Provide Pass and Identification and privately owned vehicle registration support to wing personnel in accordance with applicable AF and USFK instructions.

8.3.1.4. Manages the wing's Installation Security/Electronic Security Systems and Resource Protection Program.

8.3.1.5. Provide Combat Arms Training and Maintenance support to 8 FW agencies and personnel.

9. Direct Communications. The 8 MSG/CC and all squadron commanders are authorized direct communications with agencies assigned to, or supported by the 8 FW. Direct communications are also authorized with Seventh Air Force (7 AF) and PACAF counterparts and other like functional units that are part of organizations lateral to the 8 FW.

JEREMY T. SLOANE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 38-6, *Mission Directives*, 23 Dec 2014

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 24 Jan 2007

AFI 10-2501_PACAFSUP, *Air Force Emergency Management (EM) Program Planning and Operations*, 13 Feb 2014

AFI 24-101, *Passenger Movement*, 19 Oct 2012

AFI 24-203, *Preparation and Movement of Air Force Cargo*, 2 Nov 2010

AFI 24-301, *Vehicle Operations*, 1 Nov 2008

AFI 25-101, *Air Force War Reserve Materiel (WRM) Guidance and Procedures*, 14 Jan 2015

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 Oct 2013

AFI 31-121, *Military Working Dog Program*, 17 Oct 2012

AFI 32-1023, *Designing and Constructing Military Construction Projects*, 19 Nov 2015

AFI 32-2001, *Fire Emergency Services (FES) Program*, 27 Feb 2014

AFI 32-6004, *Furnishings Management Program*, 27 Jan 2016

AFI 32-6005, *Unaccompanied Housing Management*, 29 Jan 2016

AFI 32-7062, *Comprehensive Planning*, 18 Dec 2015

AFI 34-108, *Commercial Sponsorship and Sale of Advertising*, 12 Oct 2011

AFI 34-116, *Air Force Golf Course Program*, 24 Jun 2011

AFI 34-201, *Use of Nonappropriated Funds (NAFS)*, 17 Jun 2002

AFI 34-223, *Private Organizations (PO) Program*, 8 Mar 2007

AFI 51-201, *Administration of Military Justice*, 6 Jun 2013

AFI 91-207, *The US Air Force Traffic Safety Program*, 12 Sep 2013

DoDI 6055.6, *DoD Fire and Emergency Services Program*, 21 Dec 2006

AFMAN 23-220, *Reports of Survey for Air Force Property*, 1 Jul 1996

AFMAN 33-363, *Management of Records*, 1 Mar 2008

7 AFI 65-101, *Time and Attendance Reporting*, 1 Feb 2005

8 FW *Installation Emergency Management Plan 10-2*, 22 Jul 2015

Military Rules of Evidence 315(d)(2), 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations

AAFES—Army Air Force Exchange Service

AB—Air Base

AF—Air Force

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BMT—Basic Military Training

BSP—Base Support Plan

DECA—Defense Commissary Agency

DISA—Defense Information Systems Agency

DOD—Department of Defense

DPAA—Defense POW/MIA Accounting Agency

FW—Fighter Wing

IAW—In Accordance With

ID—Installation Deployment

MIA—Missing in Action

NAF—Nonappropriated Fund

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

PACAF—Pacific Air Forces

POW—Prisoner of War

RDS—Records Disposition Schedule

ROK—Republic of Korea

RP—Reception Plan

RPIE—Real Property Installed Equipment

TPFDD—Time-Phased Force and Deployment Data

USFK—U.S. Forces Korea

WRM—War Reserve Material

WRMPM—War Reserve Material Program Manager